

~~RESTRICTED~~

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

31 August 1950

STAT

SUBJECT: Admittance and Escorting of Visitors to CIA Buildings.

1. ADMITTANCE OF VISITORS. Casual or social visitors will not be permitted to enter CIA buildings, and staff members will not request exceptions to this rule. Visitors, as hereinafter referred to, shall be construed to mean persons on official business.

a. VISITS DURING REGULAR WORKING HOURS. All visitors shall be directed to the receptionist and thereafter admitted under escort to the building upon presentation of duly executed visitor passes. A visitor pass will not be issued by the receptionist unless authorized by the CIA staff member concerned with the interview. Upon completion of the visit, the interviewer will sign his name on the pass in ink and indicate the time of the visitor's departure.

b. VISITS DURING OFF DUTY HOURS. A person desiring to visit a CIA office during nonworking hours, including Saturdays, Sundays and holidays, will be required to execute a special visitor admittance form furnished by the guard after the latter has confirmed the appointment with the CIA staff member. The CIA staff member will sign the form, assuming responsibility for the visitor, and will escort the visitor from the guard desk. Upon completion of the interview, the staff member will escort the visitor from the building, at which time the visitor pass will be surrendered to the guard. The visitor, upon entering and leaving the building, also will sign the guard register.

c. ESCORTS.

(1) Each visitor to CIA buildings and areas will be escorted by the CIA interviewer, or a member of his staff, from the reception desk to his office. Upon completion of the interview the visitor will be escorted back to the reception desk. In addition, if it is necessary for a visitor to call upon two or more interviewers located in different offices within a CIA building or area, the first interviewer will escort the visitor to the second, etc., and the last interviewer will escort the visitor to the reception desk. Each interviewer will sign his name to the visitor pass and indicate the time of the visitor's departure.

~~RESTRICTED~~

RESTRICTED

(2) The Chief, Inspection and Security Staff, may waive the mandatory visitor escorting requirement in a particular building, when such action is warranted by unusual operating conditions which may exist therein.

d. SURRENDER OF PASS. The visitor pass shall be surrendered to the receptionist as the visitor leaves the building, or to the building guard if the receptionist has left for the day. The guard will turn over all collected visitor passes to the receptionist on the following morning.

2. The procedure set forth above supersedes paragraphs 10 a, b, c and d of existing Security Regulations dated 15 August 1947. These policies and procedures will be incorporated into the new Manual of Security Regulations when published.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Acting Executive

DISTRIBUTION: NO. 3

STAT

RESTRICTED

**Page Denied**